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ANNUAL REPORT
1964-1965

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CVTI

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Mrs. Reita Lackey	Secretary
Miss Linda Sigmon	Secretary-Receptionist
Miss Linda Bolick	Secretary-Part Time
Mrs. Patricia Farris	Secretary
Miss Elizabeth Robinson	Bookkeeper

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Mr. George Brown
Mr. Tommy Ramseur, Sr.
Mrs. Isabell Robinson

I N T R O D U C T I O N

The 1964-65 annual report has been developed for the purpose of presenting a perspective picture of the educational operation of CVTI and it is to this end that we submit this publication.

CVTI has just completed the fifth year of operation and all indications point to another significant achievement of maturity for the institution. The reader of this annual report should find sufficient evidence to visualize the scope of programs and services rendered to the students and community served by CVTI.

Educationally, CVTI has reached a milestone in producing an instructional program that the people of Catawba County can be justly proud. Unfortunately, there is no known means of exact measurement in regards to total perfection achieved. However, a reasonable degree of accuracy might be determined by the acceptance of CVTI graduates to business and industry and the continued support which grows each year from business and industry. The instructional staff and their dedication to perfection should be recognized and given credit for the contribution to quality instruction and their forward progressive attitudes in the development that has been so successfully achieved by CVTI.

It is the ambition of the administration and staff to make CVTI an institution of learning for the students and citizens of the Catawba Valley area and serve the needs of the people.

The content of this 1964-65 annual report, to the best of our knowledge, presents a broad, true picture of the total operation of CVTI. It is hoped that the Board of Trustees and other public officials will find the content both interesting and meaningful in representing CVTI.

INSTRUCTIONAL

CVTI endeavors to be a comprehensive institution for the people of the Catawba Valley area. In fulfillment of this endeavor, programs of instruction are offered in the following classifications: Technical, Trade, Adult Education, Extension, Upgrading, Supervisory, and Firemanship. The value of this range of programs is easily understood in that 4,183 different people have participated in the programs and classes offered to the public.

We of CVTI believe our instructional services will compare equal to and better than most institutions within the Department of Community Colleges.

The following information is submitted for your convenience of obtaining a better insight into CVTI's total instructional program.

A. Instructional Programs

1. Technical (Pre-employment)

a. Agriculture Business
b. Air Conditioning & Refrigeration
c. Business Administration
d. Drafting and Design
e. Electronics

2. Trade (Pre-employment)

a. Machine Shop
b. Auto Mechanics
c. Diesel
d. Bricklaying
e. Electrical Installation & Maintenance
f. Knitting Machine Fixing
g. Hosiery Seaming
h. Upholstery
i. Upholstery Sewing
j. Sewing, Other occupations
k. Secretarial
l. Practical Nursing
m. Radio-TV
n. Dyeing and Bleaching
o. Nurses' Aides
p. Psychiatric Aides
q. Preparatory
r. Exploratory

(3) Adult Education: Many different types of classes were involved in this area of training which is designed for personal interest and development for one's leisure time. In total, 230 people benefited from cultural programs. Interest was very high and the public relations created in this area are unmeasurable. If sufficient space were available, this program could be developed tremendously.

(4) Extension and Upgrading: Programs of this nature have but one purpose, to offer technical and trade specialized classes, whereby, industries, businesses, and the individual can do his job better, learn newer methods and techniques to be more efficient, and in some cases prepare himself for promotion or a new job classification.

Full-time instructional staff members number 26 with four more anticipated for the year, 1965-66. Ten (10) staff members hold an M. A. Degree with teaching and industrial experience; five (5) with specialized training in the form of a technical institute, college, or special industrial training; five (5) hold an A. B. Degree plus teaching or industrial experience; six (6) staff members who are experienced craftsmen of recognized standing in industry.

Part-time instructional staff members number 62 for the year 1964-65. Part-time staff members are recruited from business and industry and serve a valuable facet of our total instructional program. Qualification varies greatly among part-time staff, most of them are college graduates and others who are not, are highly specialized and professional people.

All staff members are evaluated once each quarter by established procedures and practices. Upon the completion of the evaluation, a conference is held by the Director of Technical and Trade programs with the instructor, and at times, the president to discuss pertinent points determined by the quarterly evaluation. Strong qualities are recognized and credit given, weaknesses or problems that might occur are discussed for possible correction and solution.

C. In-Service Training

In-service training is a valuable tool in the development of the staff at CVTI. As in past years, this process continues throughout the entire year. Numerous ways are used to accomplish in-service training, each playing an important part in staff development. The more significant methods used are as follows:

(1) One full week of organized instruction prior to the fall quarter covering such things as CVTI policy, different methods and techniques involved in good instruction for quality education, outside consultants are utilized, plus other topics of need or mutual interest.

(2) Four staff members attending summer school working on advanced degrees.

(3) Five staff members attended special workshops at North Carolina State University.

(4) Visitations were made to other institutes in some cases by staff and administrators for comparison.

(5) Visitations were made by all instructional staff members to industry seeking additional information of common interest.

(6) Seven staff members took extension courses from North Carolina State University.

(7) Numerous members of the staff attended professional meetings and workshops of particular interest to CVTI.

D. Contact Hours of Instruction

QUARTER	1962-63 Hours	1963-64 Hours	1964-65 Hours
Summer	12,474	24,290	29,669
Fall	48,303	103,615	89,634
Winter	28,776	82,100	84,619
Spring	21,389	104,165	121,179
Totals	110,942	314,170	285,932

STUDENT INFORMATION

The complete survival and purpose of an institution, such as CVTI, depends on the ability of the institution in securing students, producing a quality instructional program, and student morale.

CVTI during the past fiscal year, 1964-65, has accomplished numerous strides in perfecting student recruitment, services to industry, record procedures, and quality education conducted at this institution.

The following data should provide detailed information, whereby, interested parties can obtain a visual picture concerning students and student enrollments.

A. Student Enrollment by Area:

1. Technical (Pre-employment)	148	
2. Trade (Pre-employment)	607	
SUB TOTAL		755
3. Extension	2331	
4. Adult Education	230	
5. Firemanship	97	
6. Supervisory	915	
SUB TOTAL		3573
GRAND TOTAL OF PEOPLE SERVED		4328

B. Student Enrollment by Curriculum:

1. Technical (Pre-employment)		
a. Electronics	10	
b. Drafting and Design	86	
c. Air Conditioning & Refrigeration	13	
d. Agricultural Business	14	
e. Business Administration	25	
GRAND TOTAL		148
2. Trade (Pre-employment)		
a. Machine Shop	38	
b. Auto Mechanics	81	
c. Diesel	7	
d. Bricklaying	17	
e. Electrical Installation & Maint.	17	
f. Knitting Machine Fixing	39	
g. Hosiery Seaming	20	
h. Upholstery	43	
i. Upholstery Sewing	57	
j. Sewing, Other Occupations	87	
k. Secretarial	62	
l. Practical Nursing	34	
m. Radio - T.V.	23	
n. Dyeing and Bleaching	21	
o. Nurse's Aide	31	
p. Psychiatric Aide	22	
q. Preparatory	2	
r. Exploratory	6	
GRAND TOTAL		607
3. Extension Classes - Non-curriculum		
a. Technical	148	
b. Trade	3425	
GRAND TOTAL		3573
COMBINED TOTAL		4328

3.

A. Student Enrollment by Area:

1.	Technical (Pre-employment)	148	
2.	Trade (Pre-employment)	606	
	Sub Total		754
3.	Extension	2293	
4.	Adult Education	230	
5.	Firemanship	97	
6.	Supervisory	809	
	Sub Total		3429
	Grand Total of People Served		4183

B. Student Enrollment by Curriculum:

1. Technical (Pre-employment)

a.	Electronics	10
b.	Drafting and Design	86
c.	Air Conditioning & Refrigeration	13
d.	Agricultural Business	14
e.	Business Administration	25
	Grand Total	148

2. Trade (Pre-employment)

a.	Machine Shop	38
b.	Auto Mechanics	81
c.	Diesel	7
d.	Bricklaying	17
e.	Electrical Installation & Maintenance	17
f.	Knitting Machine Fixing	38
g.	Hosiery Seaming	20
h.	Upholstery	43
i.	Upholstery Sewing	57
j.	Sewing, Other Occupations	87
k.	Secretarial	62
l.	Practical Nursing	34
m.	Radio-TV	23
n.	Dyeing and Bleaching	21
o.	Nurses's Aide	31
p.	Psychiatric Aides	22
q.	Preparatory	2
r.	Exploratory	6
	Grand Total	606

3. Extension Classes - Non-Curriculum

a. Technical	148
b. Trade	3281
Grand Total	3429
Combined Total	4183

C. Age Range (Curriculum Students Only)

1. Day Students	17 - 59
2. Evening Students	18 - 41

D. Businesses and Industries Served:

1. Alexander County	16
2. Burke County	52
3. Caldwell County	59
4. Catawba County	350
5. Iredell County	79
6. Lincoln County	21
7. Miscellaneous - Out of Area	67
Grand Total	644

The figures presented indicate the number of businesses and industries who have taken advantage of CVTI's training programs or facilities or in many cases, employed CVTI graduates.

E. Dropout Statistics and Reasons:

1. Dropouts

a. Total number for curriculum 113
b. 14.9 percentage of all curriculum programs

2. Reasons

a.	Health	9
b.	Transfer to other schools	4
c.	Job Interference	24
d.	Dismissed: Excessive Absences	37
e.	Moving from area	2
f.	Obtained Jobs	8
g.	Financial	2
h.	Poor Grades	1
i.	Lack of transportation	1
j.	Loss of interest	2
k.	Joined military service	6
l.	Unclassified	17
	Grand Total	113

Items "C" and "F" represent actual students who quit or were persuaded by industry to accept full-time employment.

F. Employment of Graduates:

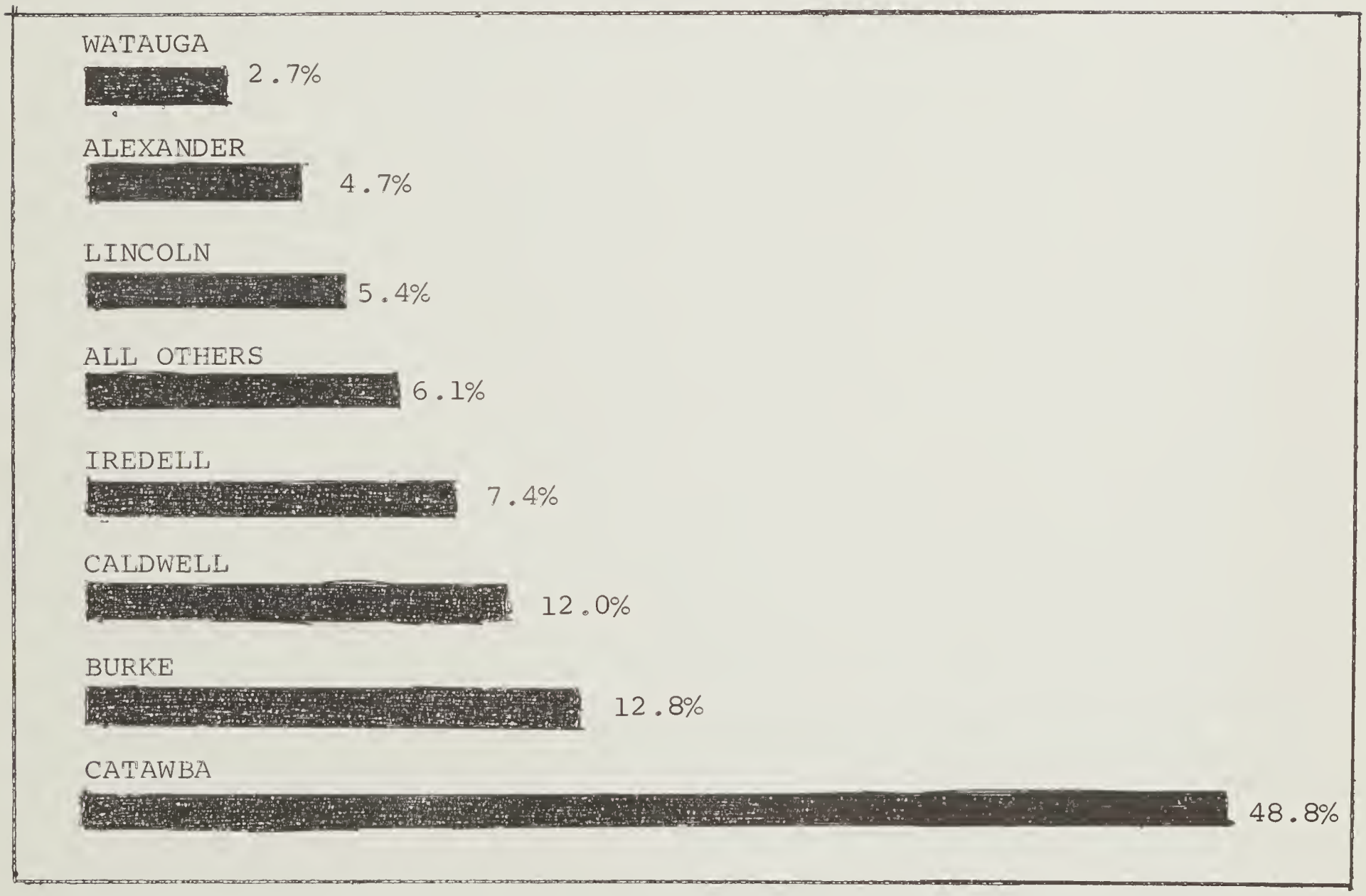
CVTI records show that 96 percent of the institution's graduates enter employment in which they were trained on in a related occupation. The remainder (4%), in most cases, remain in the occupation previously held, enter the military, or seek employment in a totally different field.

G. Student Activities:

Every institution and particularly a new institution such as CVTI is vitally concerned with student morale and student unity, whereby, the student develops a sense of loyalty and belonging. CVTI, the student council, and the student body during the 1964-65 year sponsored or conducted various activities that were valuable in the molding of CVTI as an educational institution. Some of the more significant activities were as follows:

1. First formal graduation excercise
2. Honoring outstanding students
3. Student Government
4. Yearbook "Catvatechi"
5. Basketball team in Hickory Industrial League
6. Student-Faculty Basketball Game
7. Volleyball Team
8. Student-Faculty Volleyball
9. Agritech Club
10. Bowling Team
11. Student Assembly
12. Departmental Picnics

H. Sources of 1964-65 Students for CVTI



LIBRARY SERVICES

A library of any institution of learning is a vital asset to quality instruction offered. No institution of learning can expect a quality educational program or staff of competent, progressive instructors, unless adequate library facilities are provided, whereby, instructionally, the staff can supplement their professional knowledge and designate specific references to their students nor can they do additional research for professional improvement. Likewise, the instructional program for the students is greatly handicapped without the use of an adequate library facility, well staffed and stocked with library materials, both professional and non-professional in nature in which they can receive and absorb specific knowledges for educational growth.

CVTI during the year, 1964-65, has made a number of progressive achievements in the library services offered to the staff and students of this institution. One of the major achievements has been the establishing of a full-time librarian to organize, maintain and operate CVTI's library. A second major achievement was the addition of volumes now housed in our library. During the past year, more than 2,000 volumes have been added to the current stacks for a total of 7,000 volumes that are available to students and staff members. We also

increased our periodicals over the previous years and added some 200 lineal foot shelving. The third achievement made in the area of library services has been in the area of secretarial assistance to the librarian. During the past year, the Department of Community Colleges has allowed limited financial resources, whereby, secretarial help can assist in the processing of library books, clerical assistance when needed and the other routine duties required in a library. It should be pointed out that the National Library Association states that it takes at least 40 minutes to process each new book that is added to a library's bookshelves. This would mean that our librarian has spent well over 1,000 hours during the past year in just processing books alone. The next major achievement in the library would be in the area of library organization. During tha past year, we have experienced tremendous advancement in the organization and distribution of library materials, books and references due primarily to the full-time librarian and the assistance that he has been able to obtain.

Although we, of CVTI, have experienced considerable growth and maturity and factual benefits from our library during the 1964-65 school year, we still experience and suffer from the lack of adequate library facilities. Some of our major problems are the inability to control the use of our library books sufficiently, and to eliminate book loss. During this past year, we have

experienced a shortage of 45 library books which on an average would run $8 a book for a total loss of approximately $360. The only way that we can hope to cut down on this shortage is to have a facility in which we can control the usage of library books. Another one of our major problems in the library is the lack of space for sufficient numbers of students to do reference and library work. We are confined to approximately 300 square feet of space for student usage and can accommodate only 14 students adequately at any given time. You can realize the problem that we are encountering when, at times, we have better than 500 people in the building at any given time and only 12 can sufficiently use the library, and many times, we have counted up to 32 people trying to check out books, use library tables, etc. This is a major handicap that should be corrected as rapidly as possible. Another major problem that we are having with library services is the lack of storage space, whereby, we can begin accumulating periodicals, certain newspapers, and other professional publications that are required for research and a definite must if CVTI is to become an accredited educational agency. It should also be pointed out that we are in such dire need for additional shelving that we currently have in storage nearly 1,000 volumes that we are unable to shelve due to the lack of space in our present facilities. In summarizing, we feel tremendous strides have been

made at CVTI during the past year in the area of library services. We have every reason to believe that the services will continue to grow in quality and stature during the next year. All of us at CVTI look forward to the day when we can have a library that would do justice to the Institute and students and be an asset to the people of Catawba County.

PUBLIC RELATIONS

The image of any institution in the public's eyes depends upon good public relations. To achieve public relations worthy of CVTI and to inform the people of the area, it is necessary to use many different means to keep the people informed of CVTI's activities and services that the Institution can render to the public. No one public relations media can be given credit over another for effectiveness and the procedures used are predominately the same conducted over the past several years. Briefly, we will discuss some of the more common techniques utilized, which are as follows:

(1) Visitations: With the addition of a guidance counselor to our staff, we have been able to serve the public school systems better in the way of visitations, materials, assistance, counseling of students that might be interested in attending CVTI.

(2) We are noting that a number of our students from the various high schools are encouraging other students who are graduating to attend CVTI. This has been more noticeable during 1964-65 than any previous year. It also indicates that loyalty repetition is being built up by our student body towards the Institute.

(3) Printed Materials: CVTI over the past years, has utilized printed materials very heavily in public relations work in presenting the message of our educational program to the various schools, businesses and industries. This year, however, we have limited our publications primarily to our school catalog which is produced once a year and one general brochure for general handout. In the area of printed materials, we have added one more interesting facet to our public relations work in that we purchase annuals each year and place one in each of the surrounding high schools. We have found this to be a very effective means of public relations and shows a tangible result in the number of students interested in CVTI.

(4) News Releases: 1964-65 marked our heaviest concentration of news releases by radio and newspaper media to the general public. During the past 12 months, there has not been a week that has gone by without at least one article in the newspaper or on radio, and in some cases, we have two

and three articles in a given day within a week concerning CVTI. A concentrated effort was made to publicize such things as honorary students, students obtaining jobs, program announcements, activity announcements, and a whole host of other events that take place at CVTI.

(5) Civic Meetings: Various staff members and administrators have participated in numerous speaking engagements and presentations at various civic clubs and social organizations throughout Catawba and surrounding counties. We feel that this is an important part of our public relations work and look forward to opportunities to speak and bring the CVTI story before these worthy groups.

(6) Counselor's Dinner: During the past year, CVTI continued a policy established during the 1962-63 school year in presenting to counselors, selected vocational agricultural instructors, and principals of Catawba and surrounding counties the CVTI program. This year, we conducted the same program for the second year and had 127 people in attendance. Special guests included the Board of Trustees, and the Catawba County commissioners. This event began with a dinner meeting, followed by presentations on new developments at CVTI, new policies and procedures whereby, local educators could become acquainted with our programs, staff, and personnel and have questions of

mutual interest answered. Following the general session, small groups were conducted through the entire facility by one of the CVTI staff members at which time our guests would have a first-hand view of all the activities that have taken place and given first-hand knowledge of any problems and questions that the guests would like to have answered. This event may have been the most important public relations activity carried on by CVTI during the 1963-64 school year.

FISCAL AFFAIRS

Fiscal affairs during 1964-65, for CVTI has experienced considerable change from the previous year. Procedures and methods in accounting, formulas concerning "Full-Time Student Equivalence," "Support Performance Cost Ratio," plus numerous changes throughout the year created considerable confusion. Financial procedures in the operation of an institution involve three separate agencies of state governments, Department of Community Colleges, Division of Auditing and Accounting, and the Department of State Auditor, each having their own interpretation of what should be done plus methods and procedures to follow make our job of handling financial affairs locally a bit difficult at times.

A. Local Monies Utilized in Operation of CVTI

1. Current Expense	$ 36,330.00
2. Capital Outlay	
a. Life Science	25,000.00
b. Mechanical & Alternation	9,500.00
c. Maintenance Equipment	500.00
* d. Purchase of Land	72,000.00
Total	$123,330.00

*This amount was not budgeted, but acquired later as land was needed for developing.

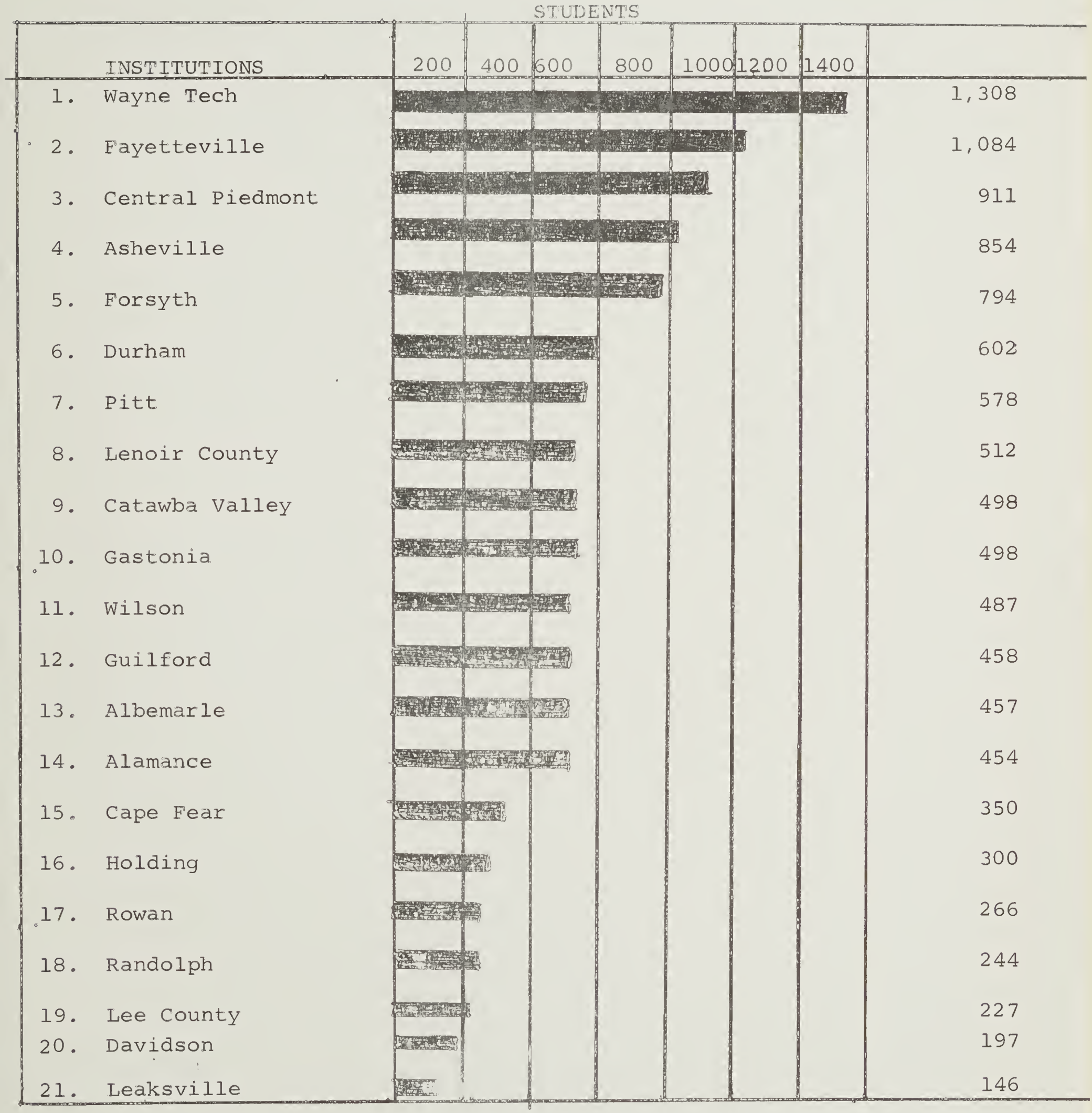
B. State-Federal Monies Utilized

	BUDGET	SPENT
Administration	$ 39,496.60	$ 38,342.47
Instructional	257,829.48	254,635.90
Maintenance	5,031.52	4,745.60
Auxiliary	8,346.99	8,352.06
Total	$310,718.59	$306,090.03

Note: Monies collected from students and deposited to the State of North Carolina amounted to $32,171.75.

Figures used in section "A" and "B" are tentative and subject to state audit before they can be classified officially.

C. Full-Time Equivalent Student Table



Figures based on information received from the Department of Community Colleges and indicate the full-time equivalent students.

	INSTITUTION	COST PER CONTACT HOUR
1.	Fayetteville	.61
2.	Wayne	.65
3.	Gastonia	.68
4.	Guilford	.72
5.	Durham	.84
6.	Asheville	.99
7.	Forsyth	1.01
8.	Pitt	1.03
9.	Wilson	1.06
10.	Albemarle	1.07
11.	Cape Fear	1.09
12.	Catawba Valley	1.14
13.	Lenoir County	1.14
14.	Alamance	1.17
15.	Leaksville	1.18
16.	Randolph	1.20
17.	Holding	1.33
18.	Central Piedmont	1.40
19.	Rowan	1.41
20.	Davidson	1.54
21.	Lee County	1.57

The figures represent cost per contact hour of instruction in operating the 21 parent institutions in the State of North Carolina. Ideal operation cost as recommended by the Department of Community Colleges is based on one contact hour per one dollar.

SIGNIFICANT CHANGES

Throughout 1964-65, a number of important changes took place that are worthy of mention. The most significant being in the area of student selection and placement, student records, and counseling, followed closely by the quality of instruction rendered by the instructional staff. In mentioning the changes that have taken place, we have not attempted to rate any particular change as most important, but rather take the position that each has made a contribution for total CVTI development.

(A) Program Approved: The Department of Community Colleges authorized CVTI two additional educational programs -- Traffic and Transportation, and Accounting. Each is a two-year curriculum program, and graduates from either are eligible for the two-year Associates Degree.

(B) Student Services: 1964-65 has been a very successful year in the area of student services. Many accomplishments have been made to stabilize this area such as:

(1) The addition of a counselor, whereby, more contact with students and prospective students can be accomplished.

(2) With the addition of a counselor, we are better equipped to detect potential student failures before it's too late.

(3) Grades are being sent to parents or guardians.

(4) Student recruitment activities have been more progressive.

(5) Student record system better organized and maintained. It should be pointed out that 4,183 student records have been processed through this department during 1964-65, plus the fact that numerous local, state, and federal reports have been completed.

(6) Administration of local testing in special cases where it would be a hardship for a prospective student to take a half day off from a job for testing at the Employment Security Office.

(7) Limited pre-testing in the area of mathematics for technical programs for better placement of students to eliminate unnecessary failures.

(8) Eighty-six percent increase in enrollment over the previous year.

(C) Student Records: In past years, we have been unable to implement an adequate record system to cover student payment accounts, applications for enrollment, permanent records, posting

of student fees and grades, loan funds for students, testing, and the processing of applications due to the addition of a full-time bookkeeper to relieve clerical help and the addition of a counselor has helped us to implement a system and procedure that is functional.

(D) Student Assistance: During the past year, 1964-65, a major change has taken place in regards to financial help for students. Recently, two scholarships have been established by local businesses in the area of Agricultural Business Technology. for students interested in pursuing this curriculum.

Two scholarships have been established by the Hickory Secretarial Association for students interested in Secretarial Science.

CVTI is a member of the College Foundation, Inc., whereby, financial assistance can be secured.

CVTI can also make available monies from the State Loan Program at a very reasonable rate of interest.

The interest by area businesses, industries, and civic organizations that have seen fit to establish scholarships at CVTI is greatly appreciated. We feel sure that in the future other industries will desire to sponsor scholarships to a worthy program.

(E) Students at CVTI: Each year of operation, CVTI has attracted a better caliber of students. The 1964-65 year

has been no different in that the students have been better prepared, showed more interest, and learned more than in the past years. CVTI has experienced considerable growth in student numbers, having provided service for 4,183 different people during the 1964-65 school year. This, alone, should indicate the interest that the public has for CVTI and the faith of the public.

FUTURE PLANNING AND EXPANSION

CVTI has made remarkable progress during the 1964-65 school year in the realm of planning for future expansion. It could be said that more effort and time has been allocated than in any other previous year. It should also be pointed out that CVTI is probably in its most critical period of development at the present time. Considerable interest throughout the Catawba Valley area in the Institution, the increased enrollment that the Institution is experiencing, 86 percent over the previous year and the range of services that are required and needed for the people of the Catawba Valley area require more physical facility than is currently available. Morale of the Institution, which is at a very high peak at the present time, is also in jeopardy if the Institution stays on a status-quo basis. It should further be pointed out that at one time, we were one of the larger institutions in the state

and, at the present time, CVTI's physical accommodations are drastically underdeveloped compared to other institutions. To be more specific, the needs of the people are not being met sufficiently for the area. I would like to take this opportunity to project six points of particular interest in the future planning and expansion of CVTI.

(1) During the 1964-65 school year, CVTI has been very fortunate in having had an opportunity to secure an additional 20 acres of land to the immediate east of the current facility, bringing the total acreage to 36 acres. We now have an opportunity to purchase .46 acres of land immediately joining the CVTI property to the west. The Board of Trustees further authorized the president to secure this land, if at all possible. It is the opinion of the president that with this acquisition of land, providing the acreage is properly utilized, should be sufficient for a good many years to come.

(2) The Board of Trustees authorized the president to conduct a new study on the projection of Catawba Valley Technical Institute keeping in mind that in perhaps two years or more, the Institute may become a comprehensive community college. Immediately, action was taken to start the study. Representatives from the Division of School Planning, the architectural firm of Clemmer and Horton, and the president established a preliminary meeting to establish the general

guidelines for developing the study. It was pointed out by Mr. Marvin Johnson, Division of School Planning, that a topo may should be made of the entire acreage of CVTI prior to building facility projections being made for the purpose of arranging the campus and buildings according to the topographical lay of the land. This step was taken and the topographical maps have been completed and the first general layout has been made and, at the present time, a perspective is being made of the physical layout, whereby, the Board of Trustees and other interested parties can better see the general trend that might be established. The next stage in this development will be allocating space to specific areas as required to operate a comprehensive community college that would involve college parallel, technical institutes, and trade programs. At the conclusion of this last step, a presentation can be made to the Board of Trustees for their approval or disapproval of the first study that is being made.

(3) Status of the first stage of the current expansion plans: The first stage in the over-all development of CVTI was a rather broad, comprehensive program involving 34,000 square feet of expansion to the west of the current facility and an additional expansion in a separate building of 17,250 square feet which would be entirely designated to the Furniture Technology Program. The planning along these

lines was based upon information from the Department of Community Colleges that there would be a half million dollars available to CVTI for construction purposes. Any monies that might be obtained from the local county commissioners would be eligible for federal matching funds. The total estimated costs by the architectural firm of Clemmer and Horton for this rather broad, comprehensive first-stage expansion amounted to $750,000. Due to the recent developments in the state's general assembly in the cutting of the capital expenditure budgets by the 1965 General Assembly, constructional monies have been deleted to the point where CVTI will be eligible for 95,000 state funds plus 95,000 federal funds plus a matching amount for any monies received from the county commissioners for capital expenditures. At the present time, unofficially, there is a tentative amount of approximately $310,000 that might be used for capital expenditures. We have been requested by the Department of Community Colleges to delay, temporarily, any further or future planning in the establishment of new programs or expanding current programs due to budget reversals in the General Assembly. This, in essence, means that the entire Furniture Technology Program may be delayed from one to four years if CVTI is to depend upon state funds only in establishing this program. Consequently, all efforts have been made to expedite the expansion

of current facility to the west according to the square footage that monies are available.

Plans for the expansion west have been completed and approved by the Department of Community Colleges, reviewed and approved by the Board of Trustees and bids were requested early in June to be opened on June 29. However, instructions from the Department of Community Colleges in Raleigh asked that the bids be withheld until a wage determination could be submitted to the Department of Labor in Washington, D. C., and the hourly wages that must be paid to all employees in construction could be determined and an approved copy received by CVTI and accompany all plans for work being contracted for. At the present time, we are awaiting the determination.

(4) Recreational Area: It becomes more evident each day and each year that a recreational area must be provided to the students of CVTI. It is difficult to control or provide sufficient activity for a number of 500 to 600 people in a given day with no recreational facilities, no student center, lounge, inefficient library in regards to space, leaving the students only one alternative -- to sit in the cars early mornings and at noon. Even more important, when students have lapses of one or two hours between classes with little or no activities to utilize their time. CVTI has undertaken a project to hard surface an area 55 feet wide by 105 feet long, whereby, basketball goals,

volleyball, badminton, and shuffleboard areas can be utilized on a temporary basis. The Institution will also establish a softball playing field for students interested in a more aggressive type of sport. Both projects will be financed through the bookstore of CVTI without the aid or assistance of tax monies from the public. Considerations should be given, however, in the near future for the establishment of permanent recreational facilities for student leisure time, intramural athletic contests, student morale, student unity programs and recreational projects in keeping with the total educational program.

(5) Parking has become a more critical problem with the Institution, particularly, between the times of 8 A.M. to 3 P.M. and 6:30 P.M. to 10:30 P.M. Numerous times during the mentioned time periods, it is nearly impossible to find a parking space to accommodate the regular students. Even more embarassing, parking space is not available in sufficient quantity that an area can be designated for visitors and dignitaries who frequently visit the Institution. In the future planning, we have allocated numerous peripheral parking areas as indicated on the first phase of the study that will easily accommodate from 1,000 to 1,500 vehicles at any given time. The parking areas will be on the outside perimeter road and be within easy access of almost all parts of the campus. The first

stage of the peripheral parking will be located on the extreme west property line and will accommodate approximately 150 to 175 cars and will be adjacent to the first stage of the peripheral road, beginning in the front and follow the western boundary line of the school's property and temporarily terminate at the hut until the second stage of the construction program and the peripheral road program is initiated. It is also felt that it may be necessary to develop one or two temporary parking lots to accommodate students in the fall of 1965, in lieu of the construction program which will tentatively eliminate all parking to the west for the coming year.

RECOMMENDATIONS

In the area of recommendations, remarks will be confined to major topics. It is felt that minor problems and minor recommendations can be adjusted as the need arises.

(1) The most important recommendation that can be made at this time involves the need of an aggressive, active expansion program for CVTI. If we are to maintain a forward look with the philosophy of progressive education for the public of Catawba County and surrounding areas, it will be necessary for us to embark upon a program of service and quality that is comprehensive enough to afford the citizens of the opportunity for a diversified, economical training program that they are

so deserving. Programs such as Furniture Technology Program, Health Service, Forestry, Adult Education, and a whole host of others will not become a reality at CVTI until we can overcome the problem of physical facilities. Currently, we are operating in a very high substandard environment. At the present time, we have inadequate classrooms and library. Our instructional staff is handicapped with insufficient space for planning and counseling due to the rotation of teachers in the physical plant. It is impossible for us to establish a learning center due to the lack of space, nor can additional programs be initiated until sufficient space has been added to CVTI.

(2) I would recommend that the Board of Trustees, along with the president of CVTI and possibly the county commissioners, designate a specific time, whereby, the future of CVTI can be projected and determined. Along with that, I would further recommend that some definite steps be taken or, if you will, a timetable be projected in which these steps should be achieved. It is felt that such a meeting, if established, could provide a common goal for the trustees, president and the county commissioners to work toward whatever level was determined for the future of CVTI.

(3) A tax levy for the support of CVTI for operational purposes should be established sometime in the near

future. CVTI is one of the few schools of this type still operating in the state of North Carolina that does not have specific tax allocation for its operation. Such a levy will be a necessity if this Institution is to become a community college. It would be of great benefit in the planning and the development of the total instructional program.

(4) Recreational Area: It becomes more evident each day and each year that a recreational area must be provided to the students of CVTI. It is difficult to control or provide sufficient activity for a number of 500 to 600 people in a given day with no recreational facilities, no student center, lounge, inefficient library in regards to space, leaving the students only one alternative -- to sit in the cars early mornings and at noon. Even more important, when students have lapses of one or two hours between classes with little or no activities to utilize their time. CVTI has undertaken a project to hard surface an area 55 feet wide by 105 feet long, whereby, basketball goals, volleyball, badminton, and shuffleboard areas can be utilized on a temporary basis. The Institution also will establish a softball playing field for students interested in a more aggressive type of sport. Both projects will be financed through the bookstore of CVTI without the aid or assistance of tax monies from the public. Consideration should be given, however, in the near future

for the establishment of permanent recreational facilities for student leisure time, intramural athletic contests, student morale, student unity programs and recreational projects in keeping with the total educational program.

(5) Food Services: In the very near future, perhaps as early as 1967, steps will have to be taken to provide food for the students. At the present time, there are about 50 students who depend upon vending machines for their breakfasts. I anticipate that within a twelve-month period, this will increase to 100. In contrast to breakfast, we have approximately 250 people that depend upon eating their lunch utilizing vending machines and subsidizing the vending with paperbags from home. This will increase this coming fall to approximately 400 people who will need a service of this type. There is a lapse, then, in the food service area until in the evening, where the heavy concentration of people in the early evening require light food service. Vending machines can handle only a small percentage of the present people, and it is felt with the increase in students over the next two years that we will easily have at least 500 or better students in 1967 that would utilize cafeteria services, if provided. At the present time, most students, weather permitting, utilized their cars for a lunchroom area. This creates a tremendous problem with the janitorial staff

in that twice a day, janitorial services must spend from one hour and 30 minutes to two hours a day picking up paper in the parking areas to keep them from becoming contaminated with rubbish. I fully expect the food service area to become more acute as time goes on and it should be given some early priority by the Institution.

(6) It is the desire of the Board of Trustees that CVTI become a comprehensive community college. Action should be taken within the next two years to organize and conduct a thorough survey to determine, if a need exists, and if the people are willing to support it. It will be necessary also to establish the previously mentioned tax levy for support and possibly some bond money for capital expenditures. If this is the direction the Board of Trustees desire to follow, it is suggested that this study should begin sometime during the year 1966, preferably, sometime around September. From previous experience, utilizing of the experience of other institutions, it takes from six to nine months to conduct this survey on a thorough basis and approximately 30 to 60 days to prepare the information in sufficient form and quantity for submission to the Department of Community Colleges. It takes approximately two months to a year for the Department of Community Colleges to approve such a plan which is contingent upon the availability of funds from the General Assembly.

(7) A definite philosophy should be adopted by the Board of Trustees along with bylaws and a general statement of operation concerning CVTI.

Recommendations just stated reflect the major recommendations that should be considered in the future.